

**APPLICATION****DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN**

Completeness  
DSUP2016-00028  
2318 Mill Road  
Planner: Gary Wagner

**DSUP #** \_\_\_\_\_ **Project Name:** \_\_\_\_\_**PROPERTY LOCATION:** 2318 Mill Road**TAX MAP REFERENCE:** 072.04-0A-RETAIL**ZONE:** CDD #2**APPLICANT:****Name:** Carlyle Overlook LLC, c/o Clarion Partners**Address:** 1440 New York Avenue NW, Suite 200, Washington DC 20005**PROPERTY OWNER:****Name:** Carlyle Overlook LLC**Address:** c/o Clarion Partners, 1440 New York Avenue NW, Suite 200, Washington DC 20005**SUMMARY OF PROPOSAL** Amendment to DSUP to allow flexibility for office or retail use.**MODIFICATIONS REQUESTED** \_\_\_\_\_**SUP's REQUESTED** \_\_\_\_\_

☒ **THE UNDERSIGNED** hereby applies for Development Site Plan with Special Use Permit approval in accordance with the provisions of Section 11-400 of the Zoning Ordinance of the City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

☒ **THE UNDERSIGNED** also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his/her knowledge and belief.

M. Catharine PuskarPrint Name of Applicant or Agent  
Walsh, Colucci, Lubeley & Walsh, P.C.2200 Clarendon Blvd, Ste. 1300Mailing/Street AddressArlington, VA 22201City and State Zip Code  
Signature703-528-4700Telephone #703-525-3197Fax #cpuskar@thelandlawyers.comEmail address6/15/2016Date**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**Application Received:Received Plans for Completeness:Fee Paid and Date:Received Plans for Preliminary:ACTION - PLANNING COMMISSION:ACTION - CITY COUNCIL:

Development SUP # \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

**1. The applicant is: (check one)**

☒ the Owner     ☐ Contract Purchaser     ☐ Lessee or     ☐ Other: \_\_\_\_\_ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

See attached

If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

☐ **Yes.** Provide proof of current City business license.

☐ **No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

N/A

Carlyle Overlook, LLC  
c/o Clarion Partners  
1440 New York Avenue NW  
Suite 200  
Washington, DC 20005

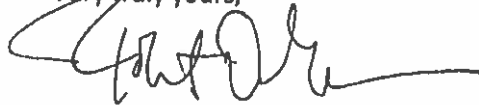
Karl Moritz  
301 King Street  
City Hall, Room 2100  
Alexandria, Virginia 22314

Re: Consent to File Application for Development Special Use Permit Amendment and  
Associated Requests  
2318 Mill Road, Tax Map ID 072.04-OA-RETAIL (the "Property")

Dear Mr. Moritz:

Carlyle Overlook, LLC hereby authorizes Walsh, Colucci, Lubeley & Walsh, P.C. to act as agent on our behalf for the filing and representation of applications for a development special use permit amendment and any related requests to allow for flexibility for office uses in a retail designated space on the Property.

Very truly yours,



By: Robert D. Greer, Jr.

Its: Vice President

Date: 13 May 2016

## OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

**1. Applicant.** State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. See attached		
2.		
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 2318 Mill Road (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. See attached		
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. None		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

6/14/16

Date

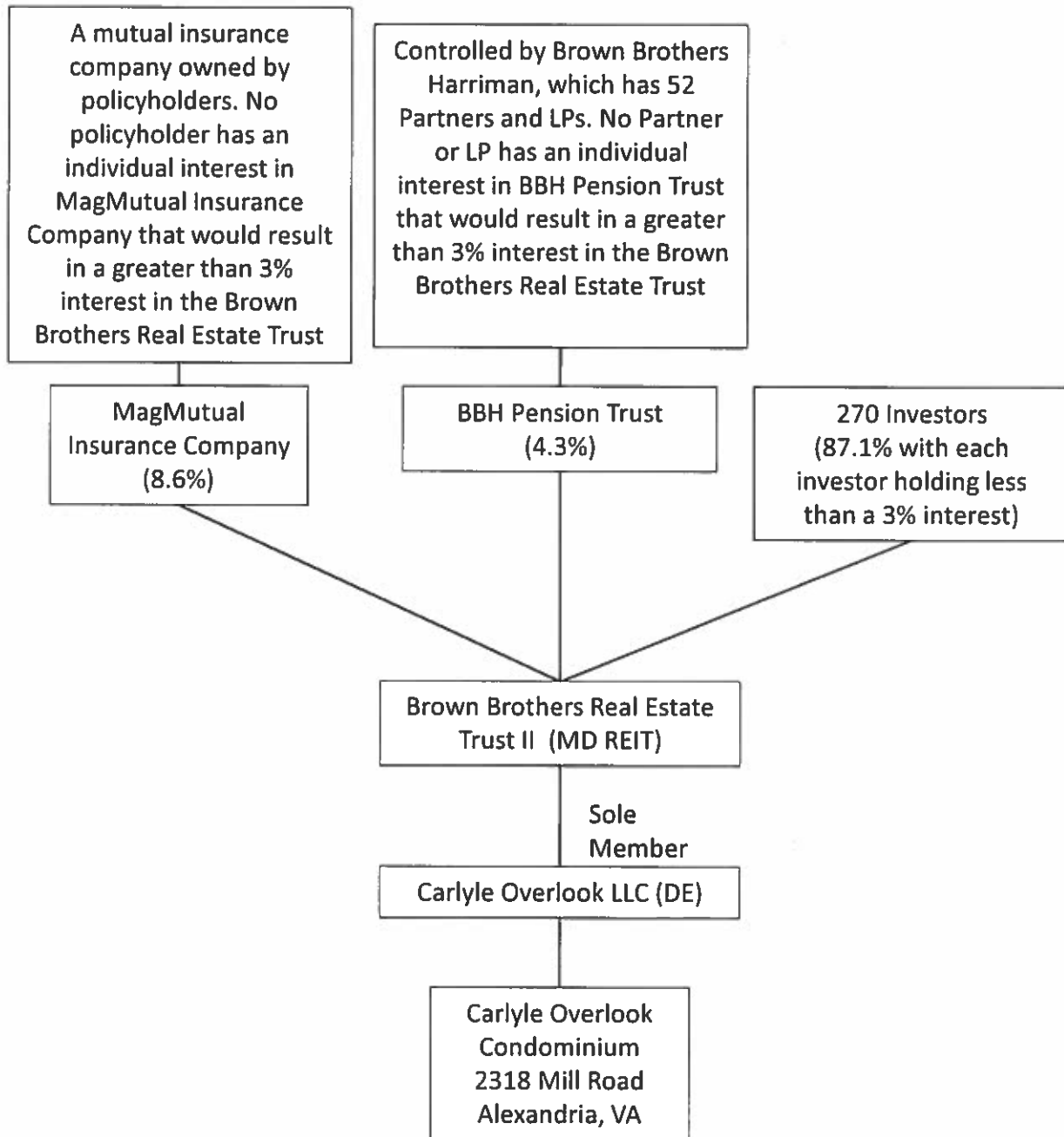
ROBERT D. GREGG, JR.

Printed Name



Signature

# CARLYLE OVERLOOK LLC ORGANIZATIONAL CHART



- 2. Narrative description.** The applicant shall describe below the nature of the request **in detail** so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. If not appropriate to the request, delete pages 6-9. (Attach additional sheets if necessary.)

See attached

Narrative Description  
2318 Mill Road  
TM ID: 072.04-0A-RETAIL

Carlyle Overlook, LLC, c/o Clarion Partners (the "Applicant") requests an amendment to DSUP#2002-0003 to permanently allow flexibility for both office and retail uses in the commercial space at 2318 Mill Road (the "Property"). DSUP#2002-0003 was approved for a 223,573 nsf office building with ground-floor retail in September 2002 as part of the Mill Race mixed-use project located in CDD #2. Construction of the building was completed in April 2008.

Over the years, the Applicant and previous owners have worked diligently to lease the 4,555 sf ground-floor retail space (the "Retail Space") to prospective retail tenants. MRP Realty began marketing the Retail Space prior to completion of construction. CBRE continued to market the Retail Space on behalf of the subsequent owner, and Rappaport Companies has marketed the Retail Space on behalf of the Applicant since acquisition in 2013.

Rappaport Companies has significant experience in this submarket both as a landlord and tenant representative. Rappaport has marketed the Retail Space via direct tenant contact, advertisement to brokers, CoStar, and on-site advertising. During the past 30 months, Rappaport has responded to inquiries from or proactively contacted 58 potential tenants regarding the Retail Space, including, but not limited to, daycare operators, staffing firms, professional services firms, deli/coffee operators, fitness uses, and medical users.

As the unsuccessful 8-year search has proven, the Retail Space is not ideally located for a prospective retail tenant, especially in comparison to the more prominently-located retail spaces along Eisenhower Avenue, John Carlyle Street, or in the Hoffman Town Center. Accordingly, Rappaport has received comments from potential tenants that there is not enough foot traffic or visibility and/or that there are more preferable locations available in the market.

Providing additional flexibility to market the Retail Space as an office and/or retail space would allow Rappaport and the Applicant to be more successful in finding potential tenants and will give them a better chance of finally leasing the Property after 8 years of vacancy. The Retail Space could be ideal for studio use (i.e. architectural, engineering, interior design) due to the open plan, abundance of natural light, and nearby amenities. As such, the Applicant requests this DSUP amendment to allow for flexibility for office uses such as these or other potential office uses in this location.

**3. How many patrons, clients, pupils and other such users do you expect?**

Specify time period (i.e., day, hour, or shift).

N/A

**4. How many employees, staff and other personnel do you expect?**

Specify time period (i.e. day, hour, or shift).

N/A

**5. Describe the proposed hours and days of operation of the proposed use:**

Day

Hours

Day

Hours

N/A

**6. Describe any potential noise emanating from the proposed use:**

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

N/A

B. How will the noise from patrons be controlled?

N/A

**7. Describe any potential odors emanating from the proposed use and plans to control them:**

N/A



**8. Provide information regarding trash and litter generated by the use:**

A. What type of trash and garbage will be generated by the use?

N/A

B. How much trash and garbage will be generated by the use?

N/A

C. How often will trash be collected?

N/A

D. How will you prevent littering on the property, streets and nearby properties?

N/A

**9. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?**

☐ Yes. ☐ No. N/A

If yes, provide the name, monthly quantity, and specific disposal method below:

**10. Will any organic compounds (for example: paint, ink, lacquer thinner, or cleaning or degreasing solvent) be handled, stored, or generated on the property?**

☐ Yes. ☐ No. N/A

If yes, provide the name, monthly quantity, and specific disposal method below:

**11. What methods are proposed to ensure the safety of residents, employees and patrons?**

N/A

**ALCOHOL SALES**

**12. Will the proposed use include the sale of beer, wine or mixed drinks?**

☐ Yes. ☐ No. N/A

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

**PARKING AND ACCESS REQUIREMENTS**

**13. Provide information regarding the availability of off-street parking:**

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

N/A

B. How many parking spaces of each type are provided for the proposed use:

\_\_\_\_\_ Standard spaces

\_\_\_\_\_ Compact spaces

\_\_\_\_\_ Handicapped accessible spaces

\_\_\_\_\_ Other

N/A

- C. Where is required parking located? (check one)    ☐ **on-site**    ☐ **off-site**    N/A

If the required parking will be located off-site, where will it be located?

\_\_\_\_\_

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the **Parking Reduction Supplemental Application**.

**14. Provide information regarding loading and unloading facilities for the use:**

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? N/A

- B. How many loading spaces are available for the use?

- C. Where are off-street loading facilities located?

\_\_\_\_\_

N/A

- D. During what hours of the day do you expect loading/unloading operations to occur?

N/A

\_\_\_\_\_

- E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

N/A

\_\_\_\_\_

**15. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?**

N/A

\_\_\_\_\_

**2318 Mill Road**  
**Carlyle Overlook**

